

S E C R E T

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
September 1967

SUBJECT: Administrative, Housekeeping and Janitorial Supplies for
General Issue through the Logistics Services Division

RESCISSION: LI 45-2 dated 29 March 1962

1. PURPOSE

This instruction establishes policy concerning procurement of standard administrative, housekeeping and janitorial expendable supplies by the Logistics Services Division from the General Services Administration (GSA) Federal Supply Service (FSS), Region 3. This instruction has no application to GSA procurements by the Supply Division for depot stock.

2. POLICY

- a. Materiel procured through this source is for use by Headquarters components of the Agency.
- b. Items procured are limited to those stock items listed in the Agency *Administrative Supply* Catalog that are in the GSA Stores Stock.
- c. Quantities ordered will be based on Economic Order Quantities ~~established by issue experience~~, in consonance with GSA standard units of issue. Each requisition will allow for an approximate delivery period of 30 days from the time the requisitions reach GSA.

GROUP I
Excluded from automatic
downgrading and
declassification

S E C R E T

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
September 1967

- d. Availability of funds for each requisition must be certified.
- e. Contact with GSA regarding procurement matters may be made only by the Supply Division.
- f. The GSA Interagency Retail Stores may be utilized for the procurement of slow moving items or for emergency replenishment of small quantities of fast moving items. Such purchases ^{may} be made ~~on a cash and carry basis~~ *(charge plate) or paid for in cash.*

3. RESPONSIBILITIES

a. LOGISTICS SERVICES DIVISION/OL

- (1) Establish reorder ^{points and reorder quantities} ~~levels~~ for all expendable items maintained for general issue through the Building Supply Branch, (OL/LSD/BSB).
- (2) Examine issue ~~and replenishment~~ activity at least every ¹² ~~six~~ months to determine ^{update reorder points and quantities} significant trends.
- (3) Assign appropriate debit and credit vouchers numbers within the series furnished by the Supply Division annually.
- (4) Submit vouchered requisitions (Form 88 and if necessary 88a) or their replacement, direct to OL/E0/BFB for certification to the availability of funds.

-2-

S E C R E T

S E C R E T

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
September 1967

- (5) Maintain master credit voucher files for each transaction,
(4) above.
- (6) Receive materiel and furnish completed Receiving Reports
(see 3.c.(1)(b) below) on a timely basis to OL/SD/CD/SCB
for processing through the FPA system, and, OL/SD/^{CCDB}~~SMB~~/IDSS
for reconciliation of payments.
- (7) Report discrepancies to OL/SD/CCDB in accordance with
Logistics Instruction (LI) 45-6.
- b. EXECUTIVE OFFICE, BUDGET AND FISCAL BRANCH (OL/EO/BFB)
 - (1) Review and attest to the availability of funds for each
requisition.
 - (2) Forward requisitions to OL/SD/SMB/IDSS.
- c. SUPPLY DIVISION/OI.
 - (1) Stock Management Branch, General Materiel Management Section (OL/SD/SMB/GMMS)
 - (a) Develop and update, as required, Economic Order Quantity
Tables designed for OL/LSD/BSB application.
 - (b) Identify all items to be issued by OL/LSD/BSB.
 - (c) Produce the Administrative Supply Catalog for use by
OL/LSD/BSB and its customers.
 - (d) Furnish guidance in matters related to Inventory Management.

-3-
S E C R E T

S E C R E T

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
September 1967

- (b) Prepare a Receiving Report (9 part set) for each single line item purchase order *for completion by OL/LSD/BSB upon receipt of the applicable item.*
- (c) Forward to OL/LSD/BSB a listing of requisition numbers cross referenced to the applicable voucher number and a copy of each purchase order and receiving report (9 part set) paragraph 3.c. ~~(1)~~² (a) and (b) above.

(3) Central Control and Distribution Branch (OL/SD/CCDB).

- (a) Annually assign a series of Debit and Credit voucher numbers to OL/LSD/BSB.
- (b) Resolve discrepancies reported by OL/LSD/BSB.
- (c) Reconcile mismatched payments reported by the Office of Finance.

25X1A

(4) Stock Control Branch (OL/SD/CD/SCB)

Process receiving reports forwarded by OL/LSD/BSB through the FPA system and maintain debit voucher files for such reports.

-4-

S E C R E T

S E C R E T

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
September 1967

4. GENERAL

Divisions concerned shall prepare internal instructions deemed necessary for the implementation of this instruction.

NE 71 Lr. 9/27/69

George E. Meloon
Director of Logistics

CONCURRENCE: (IN DRAFT)

JAB
[Signature]

LSD/OL

[Signature]

CCDB/SD/OL

[Signature]

SMB/SD/OL

25X1A



10/5/67

10/6/67

-5-

S E C R E T

UNCLASSIFIED

INTERNAL

CONFIDENTIAL

SECRET

Approved For Release 2002/09/04 : CIA-RDP78-04986A000100120035-4

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

LI 45-2

FROM:

Chief, Supply Division, OL

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

CCDB/SD/OL (Para 3.c.(2))

10/9 10/9 H/S

2.

SMB/SD/OL (Para 3.c.(1))

10/2 10/2 B

3.

CD/SD/OL (Para 3.c.(3))

10/5/67 B

4.

LSD/OL

28 mm 67 Du

5.

OL/B&F

10/10/67 CMB

7.

C/SD/FSB

8.

9.

10.

11.

12.

13.

14.

15.

For concurrence or comment specifically on the paragraphs indicated for each component.

paragraph 3.b.

5 to 6: Proposed revision to LI 45-2 clearly defines current LSD procedures; however, future changes for consideration are direct procurement to GSA and charge plate as well as cash plate capability.

2F
3.b. changed to cover both charge and cash purchases. R 11/30/67

Approved For Release 2002/09/04 : CIA-RDP78-04986A000100120035-4